



REQUEST FOR PROPOSALS
Davie County Recreation and Parks
Park Design Consultant Services
For
Davie County High School Re-Purposing Project

INTRODUCTION

The County of Davie is proposing the design and construction of a new and innovative park complex currently located on the grounds of Davie County High School in Mocksville, North Carolina. The high school is slated to relocate into their newly constructed facility in August 2017 and a thirty-three (33) acre portion of the current high school parcel shall be deeded to the County of Davie for the purpose of designing the first official park for the County of Davie, Recreation and Parks Department.

A \$5,000,000 recreation bond was passed in 2013. The Board of Commissioners approved to designate \$3,960,000 for the re-purposing project and \$1,040,000 for other recreational needs. A conceptual master plan for the park was also prepared in 2013. The County's criteria and needs for park facilities have evolved since preparation of this concept plan. The scope of work covered by this re-purposing project provides professional planning and design services needed to conduct public input and design charrettes; design, distribute and collect input from citizen surveys; update the concept master plan; produce budgetary level cost projections; produce operational plan cost projections and assist funding procurement.

PROJECT OBJECTIVE

Davie County is requesting proposals and statements of qualifications from quality architectural/engineering/landscaping firms to prepare and design a conceptual master plan for a re-purposing project located at Davie County High School, 1200 South Salisbury Street, Mocksville, North Carolina 27028. This master plan will serve as Davie County's first outdoor recreation park to meet the needs of Davie County Recreation and Parks Department and its residents over the next ten years.

PROJECT SCOPE

Responding firms should develop a detailed scope of work suitable for inclusion in a final contract. At a minimum, the following items should be addressed in the scope of work. The following list should not be considered as either all-inclusive or sequentially ordered. Firms should draw from their experience and expertise to expand on items to be considered. As appropriate, proposed work items should be arranged in a logical sequence.

General

1. The selected consultant will provide preliminary planning and design, budgetary cost projections, and assistance in funding procurement.
2. All plans and documents will be prepared in accordance with all Town, County, State and Federal applicable requirements.

Project Timeline

- | | |
|--|-------------------------------|
| 1. Release RFP to Consultants | September 19, 2016 |
| 2. RFP Submittal Deadline | October 17, 2016 – 12:00 p.m. |
| 3. Evaluation of Proposals | Week of October 17, 2016 |
| 4. Interviews (if needed) | Week of October 24, 2016 |
| 5. Approval and Bid Award to Consulting Firm | November 7, 2016 |
| 6. Negotiate/Execute Professional Services Agreement | by November 18, 2016 |
| 7. Notice to Proceed | November 21, 2016 |
| 8. Agency planning / Pre-design meetings | December 2016 |
| 9. Local needs assessment | January 2017 |
| 10. Citizen survey data completion | by February 24, 2017 |
| 11. Citizen input meetings / Design Charrettes | March and April 2017 |
| 12. Preliminary Concept (30% Drawings) | May 15, 2017 |
| 13. Preliminary Concept (60% Drawings) | June 15, 2017 |
| 14. Preliminary Concept (90% Drawings)
(Construction/Operational Plan Budgets) | July 15, 2017 |
| 15. Davie County Board of Commissioners Meeting
(Concept presentation and Approval) | August 7, 2017 |

Deliver a final completed draft of the Conceptual Master Plan for the Davie County High School Re-Purposing Project to the Recreation and Parks Director within seven (7) months from the Notice to Proceed. Date: June 21, 2017.

The County of Davie reserves the right to make changes to the project timeline should the need arise to do so.

The County of Dave will provide information, mapping, and assistance in this project where available.

Preliminary Design Phase

1. Review the following documents/plans, as provided by the County of Davie:
 - a. Davie County Comprehensive Parks & Recreation Master Plan;
 - b. Demographics of Davie County, economic impact, market and socio-economic data.
2. Conduct Consultant/Agency planning meeting with Recreation and Parks staff.
3. Conduct pre-design meeting with County staff and Recreation and Parks Advisory Board.
4. Prepare a local needs assessment that details activity, amenity and entertainment values to our local and surrounding area. This assessment should also highlight attractive and unique niche facilities that could potentially be included into the conceptual plans.
5. Prepare, collect and assemble citizen survey data from twenty percent (20%) of Davie County households. This feedback data is crucial for the vision and preliminary design framework of the re-purposing project.
6. Conduct a minimum of three (3) necessary citizen input and design charrette workshops, particularly involving resident families. A critical element in the design of the re-purposing project is involvement of resident families and other potential users of the facility.

7. Research, collect, analyze and assemble engineering and other data necessary to complete the project.
 - a. Existing infrastructure and infrastructure capacity (water, sewage, gas and electric);
 - b. Structural, mechanical, parking, ingress/egress, code compliance and ADA analysis of project site;
 - c. Location and Topography Survey data;
 - d. Utility/Roadway location and easements;
 - e. Potential 1.2 acre land acquisition cost estimate;
 - f. Environmental/historical data.
8. Submit pre-design reports to Project team
 - a. Report findings
 - b. Design recommendations
 - c. Pre-design construction cost projections
 - d. Construction sequencing
 - e. Identify any design, construction and funding problems including analysis of park elements (bathrooms, rental facilities, gymnasiums, multipurpose fields, parking and any added facility/amenity concepts)
 - f. Identify the most efficient use of space and how to minimize impact of activities in the park to the adjacent residents through relocation or addition of various elements.
9. Submit preliminary plans and cost estimates
 - a. Prepare five (5) sets of preliminary plans and cost estimates for review by the Project team.
 - b. Conduct public workshop(s) to review and receive comment on preliminary plans.
10. Conduct a Plan-in-Hand meeting with Project team
11. Submit final concept plans and cost estimates
 - a. Prepare three (3) sets of final concept plans.
 - b. Prepare three (3) sets of the final concept cost estimates.
12. Submit documents for funding procurement.
 - a. Prepare three (3) presentation quality 24" x 36" (minimum) mounted concept plans of the park and any support graphics, etc.
 - b. Provide digital copies of the concept plan and support graphics for reproduction and distribution by Owner.
13. Attend and present final conceptual site master plan, cost projections and operational cost projections at the Davie County Board of Commissioners meeting (see Project Timeline)

Project Team

1. Project team members will include:
 - a. The Consultant;
 - b. The Davie County Recreation and Parks Department
2. Meetings requiring the Consultant's participation will include, but may not be limited to the following:
 - a. Consultant/Agency planning meeting;
 - b. Pre-design meeting;
 - c. Citizen input meetings;
 - d. Design charrette meetings;
 - e. Park planning meeting(s), if necessary;
 - f. Progress meetings;
 - g. Davie County Board of Commissioners meetings, as required.

Progress Reporting

1. The consultant shall:
 - b. Communicate at least monthly with Recreation and Parks staff to summarize activities, progress and obstacles.
 - c. Consult with the Recreation and Parks staff prior to scheduled, citizen survey distributions, citizen input meetings and design charrette meetings.
 - d. The Conceptual Master Plan for the Davie County Re-Purposing Project will be required to be presented to the Recreation and Parks Advisory Board and the County of Davie Board of Commissioners by the selected consultant.

Deliverables

1. Shall include:
 - a. One set of draft handouts, electronic presentations, and sample display materials shall be provided in print or Acrobat format for staff review, two (2) weeks prior to the scheduled deadline for submitting or presenting materials.
 - b. Needed handouts and electronic presentations and display boards shall be provided to assigned Recreation and Parks staff for distribution at the meetings. Minutes of all meetings (including progress) shall be required.
 - c. Three (3) hard copy bound and approved Conceptual Master Plan documents, and Adobe Acrobat electronic file of the document with an executable table of contents suitable for digital distribution.
 - d. One color rendered master plan at a minimum of 36" x 48", mounted on foam core for park selected for detailed master planning, digital copy of the rendering in Acrobat and CAD file of the plan line work.

Miscellaneous

1. The Standard Form of Agreement as endorsed by the American Institute of Architects (AIA) will be the standard contract form. This contract may be modified during negotiations.
2. On site tours of the project area can be arranged upon request.

FEES

A separate sealed fee estimate must be submitted in addition to the proposal. This fee estimate will be non-binding and non-evaluated. The fee shall include a breakdown of the firm's fee based on the phases of work proposed in the methodology, as they relate to the scope of services.

After the selection committee chooses the highest-ranking firms, fee negotiations will begin with the highest ranked firm using the estimate submitted. This process allows the estimate to be used only as information to negotiate an equitable fee with the selected firm.

If negotiations fail with the consultant chosen by the Board of Directors, negotiations may then proceed with the next highest rated consultant.

Applicants should feel free during the selection process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues, processes, or products.

PROJECT BUDGET

At this time, the board approved budget is \$3,960,000, and is subject to Local Government Commission approval of the bond sale and board approval within the FY 2017-2018 budget process. The \$1,040,000 does not include funding for the re-purposing project at this time. The consultant as part of the design development process is expected to develop a cost estimate/analysis for the construction and operation of the new park. The Board will review these costs during the Site Plan review stage of development.

PROPOSAL SUBMITTAL FORMAT

Each submittal shall be typewritten, single spaced, and submitted on 8 ½" x 11" white paper. Two (2) copies of the submittal must be provided including one unbound copy suitable for photocopying and/or scanning. A submittal shall not exceed 20 pages in length, excluding attachments. If submitting an electronic submittal, please send in .pdf (PDF) format.

PROPOSAL SUBMITTAL REQUIREMENTS

Proposals shall contain the following information which is outlined in **Items A through E:**

- One page cover letter of interest that includes the firms understanding of the requirements related to the RFP, a synopsis of the prime firm and sub-consultants, the team's qualifications, the project manager and primary contact. The letter must be brief and formal from the proposer that provides information regarding the firm's interest in and ability to perform the requirements of this RFP;
- A project organization chart, identifying team composition, if a team is proposed. Define key staff member(s) who will be working on the project and explain their roles;
- Profile(s) of firm or team members including the number of employees, location and number of years in business under its current name and relevant experience;
- A description of the proposed approach to the project including a response to the preliminary scope and engagement of the community;
- Resume of the project manager, principal, staff, and sub-consultants identified as having a major role in the project with contact information including phone numbers and email addresses.

A. Project Team

Identify the project principal, the project manager, key staff and sub consultants. Present a brief discussion regarding how the team's qualifications and experience relate the specific project. Elements that will be considered by the panel when reviewing your submittal:

- ☐ Qualifications and relevant individual experience.
- ☐ Unique knowledge of key team members relating to the project.
- ☐ Experience on projects as a team.
- ☐ Key staff involvement in project management and on-site presence.
- ☐ Time commitment of key staff.
- ☐ Qualifications and relevant sub consultant experience.

B. Firm Capabilities

Elements that will be considered:

- ☐ Are the lines of authority and coordination clearly identified?
- ☐ Are essential management functions identified?
- ☐ Are the functions effectively integrated? (e.g., sub consultants' role delineated?)
- ☐ Current and projected work load.

C. Prior Experience

Use the portion of your submittal to describe relevant experience with the project type described in the RFP document and various services to be provided. Elements that will be considered by the panel when reviewing your submittal:

- ☐ Experience of the key staff and firm with projects of similar scope and complexity
 - 10 years' experience related to the:
 - Re-Purpose/Renovation of existing County wide, Regional park or School;
 - Creation and development of park-concert facilities with respect to adjacent neighbors;
 - Development of water based recreation facilities other than pools.
 - Maximization of established parking within the limits of park boundaries.
- ☐ Demonstrated success on past projects of similar scope and complexity.
- ☐ Development of conceptual designs.
 - 10 years' experience with:
 - Designs that use water features to maximize the aesthetics of the park;
 - Designs that implement unique and revenue producing niche facilities that draw local and area patrons;
 - Designs that use park facilities for large events, concert series;
 - Designs that implement and connect future greenway systems.
- ☐ Successful engagement with county-wide residents to participate in community surveys, public input sessions and design charrette meetings.

D. Project Approach

For the project and services outlined in the RFP document, describe how you plan to accomplish the following project control and management issues:

- ☐ Budget Methodology/Cost Control.
 - Establish and maintain estimates of probable cost within the County's Recreation Bond/Budget. At this time, the board approved budget is \$3,960,000, and is subject to Local Government Commission approval of the bond sale and board approval within the FY 2017-2018 budget process. The \$1,040,000 does not include funding for the re-purposing project at this time.
- ☐ Schedule
 - Manage the required work to meet the established schedule.

E. References

- ☐ Park and Recreation Agency references with completed projects of similar scope or complexity.

SELECTION CRITERIA (100 Points Possible)

The County of Davie will conduct a comprehensive, fair, and impartial evaluation of all Proposals received:

- A – Project Team: 20% - Management, team organization, skill and experience of key team members.
- B – Firm's Capabilities: 20% - Demonstrated ability to meet project schedules and budgets.
- C – Prior Experience: 30% - Experience of key staff, experience with developing re-purposing/renovation plans for parks.
- D – Project Approach: 25% - Project approach and understanding of objectives and constraints.

- E – References: 5% - References with other park and recreation agency projects.

REQUESTS FOR INFORMATION

Respondents may provide responses to questions asked of them by the County of Davie, Recreation and Parks contact person after the responses are received and opened. If significant questions are posed, an addendum will be issued and be available at: www.daviecountync.gov/bids. Respondents should not rely on any oral communication concerning this RFP and oral responses will have no binding effect.

INTERVIEWS

After the written proposals are received and initially evaluated, The County of Davie may require one or more of the Firms/Respondents to provide an oral presentation as a supplement to their statements. Any Firms/Respondents required to interview should be prepared to discuss and substantiate any area of their proposal. The County of Davie is under no obligation to grant interviews to any Firms/Respondents receiving a copy of this RFP and/or submitting a written statement in response to the RFP.

During interviews, if any, verbal questions and explanations will be permitted. The County of Davie reserves the right to exclude any persons from interviews as it deems in its best interest.

STANDARD TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL

- a. Submittals shall be firm for a period of ninety (90) days following Submittal Date. Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in the RFP document and Selection Criteria.
- b. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondents' sole responsibility.
- c. All materials submitted regarding the RFP become the property of Davie County and will only be returned at the County's option.
- d. All proposals will be kept confidential through the negotiation process. Proposal responses may be viewed by any person after the final selection has been made. The County of Davie has the right to use any or all of the material outlined in the proprietary information above.
- e. The County of Davie reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities, to request additional information as may be needed to determine proposal qualifications or to re-solicit the proposal.
- f. The County of Davie reserves the right to select the lowest, responsive, responsible bidder, taking highly into consideration quality, performance and the time specified in the proposal for the performance of the contract which it finds to be within the best interests of the County.
- g. The County of Davie makes no guarantees to any proposing firm until such time the owner approves the negotiated contract.

PROJECT CONTACT

The County of Davie's contact for this project is Paul A. Moore, Director, Davie County Recreation and Parks. Phone: 336-753-6051 / Email: pmoore@daviecountync.gov Mailing address: 644 North Main Street, Mocksville, NC. 27028. Questions must be submitted in writing via e-mail to pmoore@daviecountync.gov no later than October 10, 2016.

SUPERVISION AND CLARIFICATION

The Consultant shall work under the supervision of Paul A. Moore, representing the Recreation and Parks Department for the County of Davie. Any clarifications, questions, or inquiries for additional information shall be submitted in writing and directed to:

Paul A. Moore, Recreation and Parks Director at: pmoore@daviecountync.gov

SCOPE

This RFP contains the instructions governing the proposal to be submitted and the materials to be included. These are mandatory requirements that must be met to be eligible for consideration.

SCHEDULING

Submittals must be received by October 17, 2016 by noon. The submittal should outline the schedule for completion of this project.

ACCEPTANCE OF PROPOSED CONTENT

The contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.

ACCEPTANCE TIME

The County of Davie intends to make a selection by November 7, 2016, but reserves the right to make adjustments to the proposal submitted should the need arise.

PAYMENT FOR SERVICES

The firm agrees to bill the County of Davie as each task is completed and approved and allow thirty (30) days for payment to be received.

CONTRACTUAL ARRANGEMENTS

The County of Davie will make payments to the Consultant based upon the completion of all tasks and receipt of monthly progress reports, which shall include at a minimum:

- Summary of activities during the period;
- Adherence to schedule, project milestones, and budget;
- Problems encountered during the period;
- Projected activities for the next period;
- Copies of planning documents produced to date such as: Meeting minutes, Inventory data, Maps, charts, tables, graphs.

Receipt of monthly reports is a prerequisite for partial payments. These payments will be based upon a percentage of the work completed, as estimated by the consultant and approved by the County. All partial payments will be less a retainage of ten percent (10%) of the Consultant's invoice amount. The sum of the retained fees will be added to the final payment made on satisfactory completion of the contract. Final payment will be held by the County until reports have been favorably reviewed by all parties concerned.

SUBMITTAL DEADLINE

Specific requirement for submittals are outlined in the Request for Proposal. In order to facilitate review, two (2) copies of the proposal shall be provided including one unbound copy suitable for photocopying and/or scanning. Proposals must be received by October 17, 2016 by noon, in an editable format. Late submittals will not be accepted. It is the responsibility of each firm submitting a submittal to ensure that two (2) copies of the document arrive by the submittal deadline. Proposals must be sent to:

Davie County Recreation and Parks
Paul A. Moore, CPRP, Recreation and Parks Director
644. N. Main Street
Mocksville, NC. 27028
pmoore@daviecountync.gov

Indicate on the outside envelope: Davie County High School Re-Purposing Project

Deadline for receipt (mailed or hand delivered) is October 17, 2016 at 12:00 p.m. Email proposals will be accepted; however, the County of Davie will not be responsible for any delays in transmission or filtering programs that may cause electronic submissions to not be received or to be received after the deadline. It is the responsibility of the proposer to ensure that the proposal is received by the date and the time specified. Late submittals in any format will be rejected without consideration. The County of Davie assumes no responsibility for costs related to the preparation of proposals.

The County of Davie reserves the right to reject any or all Proposals, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional Proposals and to reject the Proposal of any Proposal submitter if the County believes that it would not be in the best interest of the Project to make an award to that Proposal submitter, whether because the Proposal is not responsive or the Proposal submitter is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the County.

The Township also reserves the right to waive all informalities and defects in the proposals and the proposal process not involving price, time of submittal or changes in the work and to negotiate contract terms with the Successful Proposal submitter.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Davie does not discriminate in any of its programs and activities. The Consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against, on the basis of race, sex, religion, age, national origin, or disability. In addition to these requirements, the successful Consultant shall comply with all civil rights requirements applicable to transportation-related projects.

REFERENCE MATERIALS

(See proceeding attachments)

ATTACHMENT 1
Existing Site Map



Existing Site Map
(Davie County High School)

ATTACHMENT 2 Existing Buildings Plan



Existing Buildings Plan (Davie County High School)



ATTACHMENT 4
Future Project Milestones
(As presented at Board of Commissioners meeting on September 16, 2016)

Date	Action
September 6, 2016	Updates and Future Milestones presentation to Board of Commissioners
September 6, 2016	Adopt Recreation and Parks Ordinance
September 15, 2016	Thirty (30) day application Period for Recreation and Parks Advisory Board (RPAB)
September 15, 2016	Issue Request for Proposal (RFP) for Design Consultant
October 17, 2016	Distribute applications for Recreation and Parks Advisory Board (RPAB) to Board of Commissioners
November 7, 2016 (or December)	Appoint Recreation and Parks Advisory Board
November 7, 2016	Award Contract to Design Consultant

Time Period	Actions
November 2016 through July 2017	<ul style="list-style-type: none"> • Consultant/Agency Planning • Citizen Survey design/distribution • Public Input Meetings (3) • Design Charrettes • Local Needs Assessment • Site Conceptual Master Plan Development <ul style="list-style-type: none"> • Site Cost Estimate • Operational Plan and Cost Estimate

~~~~~ PRUDENT PLANNING ~~~~~

Is the essential key to enriching the Quality of Life for all residents of Dave County!

| Month           | Action                                                                                                                                                |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| August, 2017    | Board of Commissioners to receive recommendations for site master plan, construction and naming of new park from Recreation and Parks Advisory Board. |
| October, 2017   | Receive site from School System                                                                                                                       |
| November, 2017  | Bid Letting                                                                                                                                           |
| December, 2017  | Local Government Commission approval of bond sale                                                                                                     |
| January, 2018   | Contract Award                                                                                                                                        |
| February, 2018  | Park Site Re-Purposing/Construction to begin                                                                                                          |
| September, 2018 | Projected Park Completion                                                                                                                             |